



# **Headquarters Policy Flash**

**FLASH 2002-25**

DATE: August 8, 2002  
TO: Procurement Directors  
FROM: Office of Procurement and Assistance Policy, ME-61  
Office of Procurement and Assistance Management

SUBJECT: **Updates of the DOE Acquisition Guide**

SUMMARY: Two Chapters in the DOE Acquisition Guide have been updated - Chapter 13 "Simplified Acquisition Procedures" and Chapter 42.2 "Past Performance."



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➤ **Chapter 13 - Simplified Acquisition Procedures**

This chapter has been updated by replacing the Guidelines and Operating attachment at the end of the Guide chapter. The Guidelines have been updated as a result of the June 2002 Purchase Card Review Team Report issued by the Office of Management, Budget and Evaluation. The revisions are extensive and are shown in redline/strikeout format. The changes are primarily increased management controls to minimize the potential for abuse of the card. The Affirmative Procurement Training for Cardholders referenced in the Guidelines is not yet available at the On Line Learning Center but should be available by the new fiscal year. Anyone wishing to preview the materials can review them at the Acquisition and the Environment section of our Home Page.

The Office of Management, Budget and Evaluation is currently conducting a follow up review using a new Auditor's Handbook they have developed. That Handbook may be found at:

<http://www.mbe.doe.gov/progliaison.pcardguide.htm>

Questions concerning this Guide Chapter should be directed to Richard Langston at (202) 586-8247 or via e-mail at [richard.langston@hq.doe.gov](mailto:richard.langston@hq.doe.gov)

➤ **Chapter 42.2 - Past Performance**

This chapter has also been updated. The URL for electronic copies of the OFPP Guide has been corrected as well as the telephone number to request paper copies of the OFPP Guide. The revised chapter emphasizes the importance of training for both the contract and program officials on the NIH Contractor Performance System. Under Best Practices it stresses that contractors should not be downgraded for filing protests or claims or not agreeing to use alternate dispute resolution techniques. Conversely it cautions against upgrading a contractor for not having filed a protest or claim.

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